



ARKANSAS INSURANCE DEPARTMENT FUNERAL SERVICES DIVISION | EMBALMERS & FUNERAL DIRECTORS

TRANSPORT LICENSE – TYPE “D” COMPLETION INSTRUCTIONS

Pre-Application Instructions:

- To minimize delays in the processing of this application, you are encouraged to read, understand, and follow the requirements under the **Arkansas Code Annotated** and **Rule IV**:
 - A.C.A. § 17-29-315 Transporting Human Remains – Operating a Transport Service [Effective July 1, 2018]
 - Rule IV (Refer to the provisions governing the Type D Transport License for which you are applying.)

The current Rule IV is available online at:

Rule: <https://insurance.arkansas.gov/uploads/pages/rnr2012.pdf>

Items required to be submitted at the time of application:

1. Completed, signed, and notarized **Transport Service Firm License Application** form.
2. \$300.00 Fee (\$50.00 Application Fee + \$250.00 Inspection Fee).
3. Three (3) **Letters of Reference**. One (1) must be from the manager of a funeral establishment.
4. The transport service manager must be at least twenty-one (21) years of age and hold a valid Arkansas Driver's License. A photocopy of the manager's valid Driver's License must accompany the application.
5. Any and all personnel that will be driving for the transport service must hold a valid Arkansas Driver's License. Photocopies of all valid Driver's Licenses must accompany the application.
 - a. All drivers must submit proof of bloodborne pathogen training per A.C.A. §17-29-315 (a)(5)
6. Cover Letter that indicates the potential inspection date.
7. Certificate of General Liability Insurance. (The **State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services** should be listed as a Certificate Holder. The certificate must indicate in the description area that coverage is for the "transportation of the human dead" and the minimum-required liability coverage amount is **\$500,000.00**. An updated certificate must be provided to the Funeral Services Division/Embalmers & Funeral Directors once annually.)

Additional Instructions:

- All applications and supporting documentation should be received *at least fourteen (14) days prior to the* next board meeting. This will allow for the inspector to have enough time to complete the inspection and prepare the inspection report prior to the board meeting.
- Once a Board Meeting agenda is established in advance of the meeting date, it will not be amended/modified within the one (1) week prior to the meeting date.
- The transport service owner and manager are required to appear before the Board during the Board Meeting in which the application is being considered/reviewed for approval.
- Once the Board has approved the application, the remaining fees of \$85.00 are due (\$35.00 Original License Fee + \$50.00 Annual Fee). **Due at board meeting which approved.**

Other:

- The inspector will meet the applicant(s) at a designated location or at our offices at the Arkansas Insurance Department in Little Rock, AR.

If you have any questions regarding the application process, please contact our offices at **(501) 682-0574**.

Return Completed Application To:

Arkansas Department of Commerce
Arkansas Insurance Department | Funeral Services Division
1 Commerce Way, Suite 502 | Little Rock, AR 72202-2087
Phone (501) 682-0574 | Fax (501) 682-0575
E-Mail: AID.EFD@arkansas.gov